

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Enterprise Controller****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates financial management, and prepares the divisional operating budget, and the year end audit work papers. Manages the billing system and monitors the funds computer capability. Provides departmental and special project leadership. Develops and provides information concerning revenue bonds. Provides daily supervision of personnel. Performs other duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Coordinates financial management by providing a monthly summary of revenue by facility and revenue type, providing an analysis of monthly revenue to budgeted revenue and a monthly review of long time monthly space availability and short and long term accounts receivable, generating special billing for short term and events, reviewing bank wire transfers and weekly summaries of daily attendant reports, generating attendant variance reports, assisting management in analysis and establishment of rates, analyzing data and preparing summary reports for seasonal event revenues, monitoring and reporting on office space leases, reporting on weekly financial activity, administering the petty cash fund, reviewing and reporting on the supervisor's change fund, providing oversight and communication concerning accounts payable, streamlining processes to improve productivity and retain internal controls, monitoring objectives and deadlines, benchmarking other cities, developing policies and procedures, coordinating with external and internal auditors and other departments, developing detailed divisional line item expense budgets, creating, reviewing and updating operational review budgets, assisting staff in revenue and expense control and preparing operating budget transfers.
2	S	Provides daily supervision and management of personnel by approving and reviewing primary source documents, purchases, payments, journal vouchers and requisitions, providing guidance on variance reporting, supervising personnel in cash verification, reviewing and approving staff development of monthly procedures, developing, reviewing and reporting on appropriate performance evaluation files, reviewing and approving payroll hours, daily input of revenue into programs and the generation of special reports, establishing individual and group work goals, motivating and training employees, developing teamwork, implementing cross-training programs, improving system knowledge and assuming director duties in absence of administrator.

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	Physical Strength Code	ESSENTIAL FUNCTIONS
3	S	Develops and provides information concerning revenue bonds by working with independent third party consultants, legal counsel, underwriters, bond commissioners and rating agencies, providing assistance to personnel for short and long term projections of funds, working with independent financial managers for the best plan of long term debt structure, providing continuing disclosure requirements concerning the fund's financial activity and monitoring the director's rate of draw down of bond invested proceeds.
4	S	Prepares the fund's year-end audit work papers by converting financial data from cash to accrual basis, reviewing, approving and recording changes in fixed assets, depreciation and accumulated depreciation, preparing construction in progress analysis and capitalized assets, presenting fund annual data in compliance with reporting requirements, working with various departmental representatives and a city contracted CPA firm and financially representing the fund to city council's finance committee.
5	S	Manages the billing system and associated customer service by developing efficient methods to achieve more accurate areas for billing, exploring technology, analyzing and researching collection methods, benchmarking and providing customer assistance.
6	S	Provides departmental and special project leadership by participating in policy meetings to develop goals and work plans, conducting training sessions for supervisory and development programs, developing procedures for disaster reimbursement, writing sections of the budget briefing book and working on special committees and teams.
7	S	Monitors the fund's computer capability by working with city representatives regarding upgrade capabilities, being aware of the capabilities of software and systems and developing system backup capabilities in mainframe and standalone systems.
8	S	Performs other duties by monitoring capital project activity, generating and approving special event billing, developing financial policies and procedures and participating in management teams.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in Accounting.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read codes and ordinances, policies and procedures, correspondence, and professional journals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and accounting.
Writing	Work requires the ability to write various reports, business correspondence, policy and procedure manuals, business plans, financial and audit reports, performance reviews, and city ordinances.
Managerial	Managerial responsibilities include developing goals and training tools, and coordinating the budget process.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures including capital improvement projects and programs.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Copier, fax machine, filing
Sitting	C	Computer, desk work, answering telephones, meetings, driving
Walking	R	Inter-office, to/from meetings
Lifting	R	Office supplies, files, reports, boxes
Carrying	R	Office supplies, files, reports, boxes
Pushing/Pulling	N	
Reaching	R	Files, boxes
Handling	R	Office supplies, files, reports, boxes
Fine Dexterity	C	Computer keyboard, adding machine, calculator, writing
Kneeling	N	
Crouching	R	Filing in file cabinet drawers
Crawling	N	
Bending	R	Filing in file cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, driving
Hearing	C	Telephone, staff, supervisors, citizens, leadership team, meetings
Talking	F	Telephone, staff, supervisors, citizens, leadership team, meetings
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, adding machine, Standard Microsoft Windows and Office software, Utility Billing software (UBIS and HRUBS), Financial system (AFIN), Real Estate, Bankruptcy, PeopleSoft, Control D report printer, GIS and Hansen Work Management software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)